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OLC 70-0735

15 October 1970

**MEMORANDUM FOR: Chairman, Reports Inventory Task Force**

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**ATTENTION:** [Redacted]

**SUBJECT:** Administration/Management Reports  
Inventory (Inventory-Costing)

This memo submits subject information on significant administrative/management reports either generated by this Office or levied by this Office on other Agency components.

**i. Machine Runs**

We have levied a requirement on the Office of Security for a monthly report on the clearance status of congressional staff members. This report is used to assure that appropriate clearances exist before compartmented information is released to such personnel. Costs to OLC: 12 man-hours at @ \$6.00 per hour = \$72 per year.

**2. Other**

a. OLC Journal. This daily report is a brief summary of all significant contacts with the Hill and other significant contacts with other than Hill personnel on matters having a direct bearing on this Office's responsibility. Eleven copies of the Journal are sent out of the Office to the Directorates and independent offices and key Agency officials. In addition, selected items are sent to interested offices or officials, not on regular distribution, for information and/or follow up action. Costs to OLC: 6 man-hours at @ \$6.15 per hour = \$37 per day.

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b. OLC Annual Report. This yearly report is a comprehensive wrap-up of the major developments during the past year and prognosis for the coming year with respect to the Agency's liaison/legislation activities with the Congress. Costs to OLC: 30 man-hours at @ \$6.35 per hour = \$190.50 per year.

c. Special Interest Case Reports. We have levied on the Office of Personnel and the Office of Security a requirement to report each prospective employee case in which there is evidence of direct congressional interest. The reports are either in the form of a copy of Personnel's interview report or a telephone report from the Office of Security. Costs to OLC: 2 man-hours at @ \$12.50 per hour = \$25 per year.



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Acting Legislative Counsel

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